



**THE CITY OF REDMOND
FIRE DEPARTMENT
PREVENTION DIVISION
OVERTIME REQUEST INSTRUCTIONS
FOR FIRE INSPECTION & PLAN REVIEW**



Listed below are the areas that need to be covered on an overtime letter you fax or email over to us. The letter is to be on company letterhead.

1. Project/Event Name and Location.
2. Permit Number if one exists.
3. Date and Time requested.
4. A statement indicating that you understand the overtime we perform is billed out at \$119.03/hr. with a minimum of 2 hours based on the City's User Fee Schedule. (If you would like a copy of this document, it can be forwarded to you). This fee will be paid after the overtime has been accepted but before the inspection has been performed.
5. For **Plan Review and Inspection** overtime requests, please address the letter to the attention of Todd Short, Assistant Fire Marshal of Development and fax it to 425-556-2272. For questions on Plan Review or Inspection overtime requests, please call Linda Swanberg at 425-556-2246.
6. Once your letter is received, Linda will follow department procedures to offer the overtime to the plan reviewers or inspectors. When the request has been accepted, Linda will notify you. If you have requested an inspection you will be required to come in and pay the minimum overtime fee equal to 2 hours of overtime (\$238.06) before the inspector goes out to the site. Additional hours of inspection will be paid for prior to the inspector signing off on the permit. If you have requested an overtime plan review, you will be required to pay the additional fees at the time the plans are picked up at the Permit Center.
7. You can fax the request to expedite your request. Our fax number is (425) 556-2272.

Please call me if you have any questions

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